

## **Dept of Printing Online Catalog Ordering Instructions**

### **Logging in to PRTonline**

1. Go to the following link:  
<https://fortress.wa.gov/prt/web/prtonline/>
2. Under Login, type in your username and password (emailed to you from our IT dept. If you did not receive a user ID and password call 360-570-5555)

**Username:** <your email address>

**DSHS Account Administrators:** Your username is dshs<org index>, example dshsk730, all lower case, all one word

**Password:** <your password>

**Note:** if you forgot your password or don't know your password, click on the "Forgot your password?" link, enter your email, and your password will be emailed to you.

3. If you are not within the Washington state network or you are not sure, the box "Inside WA Network" should be unchecked

**Note:** Most state agencies are within the Washington State network and will want to leave this box checked for faster performance.

4. Click on the "Login" button to login

### **Changing your Password:**

The password you have received is a generic password. You may change it at any time by following the steps below:

1. Log into system using generic password. You are now on the Home Page.
2. Click on "Your Account" in upper right hand corner of screen
3. Click on "Change your Password"

Note: Your password must be between 8 to 15 characters long

**Ordering a new business card:**

1. Select business card tab or click on the business card button
2. Select a template then click on the “edit card” button
3. Type data on available lines (delete line titles as they will print)
4. Click on Preview button to preview card
5. Make corrections if necessary
6. Click on “Save Card”. “Your new card is Saved” will appear below the saved card button
7. To print a proof of your card. Click on “Large View” and select print icon
  - a. The “Large View” opens a popup window. If you don’t see it please consult your own IT or IS department
8. To order click on “Add to Cart”
9. Type in cost code (accounting code) if your agency requires it.
10. Click on icon below “Ship To” and type in shipping address (No PO boxes or mail stops please)
  - a. To have all orders shipped to the same address click on “Use This Address For All Items”
11. Click on ‘submit’ to submit delivery address
12. Select quantity
13. Update cart
14. Continue shopping or Submit Order
15. Print receipt with the job number on it. The job number is necessary to check the Job Status of your order

**Reordering an existing business card:**

1. Select business card tab or click on the business card button
2. Click on “Saved Cards”
3. You may type in First & Last Name –or –  
First Name Only – or –  
Last Name Only – or –  
Click on first letter of first name
4. Select a card from list box.
5. Click on “Open Card” to edit selected card.
6. Type corrections if necessary
7. If corrections are made click on “save change” button
8. To print a proof of your card. Click on “Large View” and select print icon
9. Click on “Add to Cart”
10. Type in cost code
11. Select ship to address
12. Select quantity
13. Update cart
14. Continue shopping or Submit Order

### Creating all other items:

1. Select Online catalog tab or click on the Online catalog button
2. Locate the template you wish to order
3. Click on “Edit this item” to customize its content  
(if item does not have an edit feature click on “Add to Cart”)  
To enlarge the view for easier editing click on “View” then click on “Zoom in”.  
You may click on the zoom in more than once.
4. Click on area to be edited & highlight line to be edited, type over existing data  
- Or -  
Type in text box(es) provided.

*To view a second page of the document*

- Click “View” then “Next Page” or
- Click drop down box to the right of the “fit page” box in left hand corner of the screen. Select page 2.

When editing is complete.

5. Click on File in upper left of window
6. Select “view proof”
  - a. If your browser has popup blockers, you need to disable it to see the proof
7. Print proof and close
8. Click on “file”
9. Click on “Save to favorites”.
10. Select “Save” or “Save and add to cart”

Type in name of document. Example: Reg Env PO Bx 47 Olympia.  
Decide on a naming convention ahead of time so your documents are easy to find.  
If necessary you can rename your favorites.  
To rename your favorite “Select favorites”, find the document, click on rename
11. Select quantity
12. Type in cost code
13. Click on “Continue shopping” or “Checkout”
14. When checking out , Click on icon below “Ship To” and type in shipping address (No PO boxes or mail stops please)
  - a. To have all orders shipped to the same address all of the time check the default address box
15. Click on submit to submit shipping address for this order
16. Click on continue
17. Review order and click on submit order (Note: Total cost of items in shopping cart is in bottom right hand corner of screen)
18. Print receipt with the order number on it. The order number is necessary to check the Status of your order

**To re-order a product saved to Favorites: (envelopes, letterhead, forms, brochure, etc.)**

1. Select Online catalog tab or click on the Online catalog button
2. Select “favorites”, select item from saved favorites
3. Select Add to cart
4. Continue with steps 13 through 19 above.

**Product Search:**

To search your Catalog for a **template** to create a custom product:

1. Click on arrow to the right of the word catalog, in upper left corner of your screen just above the search feature.
2. Select “Catalog” from the drop down box. Type in keyword of your document.  
Example: Type in ‘Warrant’ to search for a particular warrant envelope.
3. Click on the magnifying glass. Documents with keyword will appear on screen.

To search your Catalog for a **Favorite**:

1. Click on arrow to the right of the word catalog, in upper left corner of your screen just above the search feature.
2. Select “Favorites” from the drop down box. Type in keyword of your document.  
Example: Type in ‘Warrant’ to search for a particular warrant envelope.
3. Click on the magnifying glass. Documents with keyword will appear on screen.

**Checking Status of Job:**

1. On “Home” tab of PRT online
2. Click on “Job Status”
3. Type in the order number received on your order verification email.
4. Click on magnifying glass.
5. The status of your order will appear

**Checking your shopping cart:**

Note: There are two separate shopping carts. One for business cards and one for all other items

1. Select the “Business Card” tab to check your business card shopping cart. Click on “Shopping Cart” review items in your cart and submit.
2. Select the “Catalog” tab to check all other items ordered in your shopping cart. Click on “Shopping Cart” review items in your cart and submit.

### **Add an Administrator or User:**

1. After logging in, click on the "Your Account" link in the upper right hand corner
2. Click on "Add new users"
4. Type in all information requested. You may use Street or PO Box for address
5. Leave the Administrator Note box checked if you want the employee you are adding to submit the orders directly to the Department of Printing.
6. Uncheck Administrator Note box if you want the employee you have added to submit to a queue that you as the administrator will check periodically and release the orders to the Department of Printing.
7. Assign a password using the following instructions:  
Passwords must be at least 8 characters long and contain at least 1 numeric character and 1 of the following special characters: ! @ \$ % ^ & \* ( ) - \_ = +
8. Click on the "Continue" button

### **Queue Administrator Instructions:**

1. Login to PRT Online
2. On Home Tab, click on "Orders Queue"
3. Under "Pending Orders", Click on "Business Cards" tab or "Catalog" tab
4. Click on persons name (in blue) to review business card (view the proof)
5. Close Proof when review is completed
6. To approve, click in empty box next to the word "Item" (a checkmark will appear)
  - a. If item is incorrect, Do Not check the "Item box".
  - b. In the "Add Comments" box type instructions to the user outlining the corrections to be made.
7. When all items in the queue have been reviewed click on the "Release" button
  - a. The approved items will be sent to the Department of Printing
8. To delete the items remaining in the queue requiring corrections.
  - a. Click on the "Item" box(es)
  - b. Click on the "Delete" button
  - c. The user will be notified via email that their order was deleted along with the comments